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ABSTRACT

This glossary of terms includes definitions for over 500 words, acronyms, initialisms, and phrases generally used in librarianship or used specifically in Colorado State University (CSU) libraries. The glossary is in alphabetical order. Cross references and multiple definitions are provided where necessary. A four-item annotated bibliography listing the sources for many of the definitions, and an organizational chart for CSU libraries are also provided.

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CSU Library - ese

A GLOSSARY OF INITIALISMS, TERMS ACRONYMS, PHRASES, ETC.

2nd edit on

Colorado State University Libraries

Fort Collins, Colorado

Publication no. 17 (revised)

1983

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

INTRODUCTION

This is a glossary of terms used in the CSU Libraries. It includes definitions of words, acronyms, initialisms and phrases which are generally used in librarianship, as well as items which are unique to CSU Libraries. Our purpose has been to include as much as possible, rather than to exclude anything.

There is no claim to originality. Many definitions have been borrowed intact from the ALA Glossary and elsewhere, and some have been only slightly modified. Definitions of local origin come, insofar as possible, from the department or division where they are most used. Many have been shortened or simplified to provide more general usefulness and interpretation.

Each term is defined in the form most commonly used in the CSU Libraries. In some cases, this may be an acronym or initialism; in other cases, it is the whole word or phrase.

Work began on this glossary in the spring of 1974. Many staff members have served on the committee: Barbara Burke, Robert DeWitt, Karen Fachan, Dorothy Garner, Marlene Heroux, Lynn Hodapp, Anna Kueneman, William Lindgren, John Newman, and Patricia Smith. Myra Jo Moon designed the cover page. In addition, the Committee would like to thank all the other staff who contributed their ideas, comments and criticism and especially thank Scarlet Taylor and the Front Office for compiling the Appendix and typing the "whole thing."

COLORADO STATE UNIVERSITY LIBRARY

PREFACE TO THE SECOND EDITION

In the autumn of 1981 the Staff Development Committee of Colorado State University Libraries undertook the task of revising CSU Library-ese. Changes in library practice and the advent of various technological innovations had made such a revision necessary. In the course of the project the Committee deleted a few terms from the original glossary, revised many others, and added yet others. The disclaimer in the "introduction" in regard to originality has to be repeated in this second edition; definitions for terms not peculiar to CSU were culled from several sources. These are listed in the Bibliography.

Those members of the Staff Development Committee who worked on this project include Nancy Ellison, Douglas J. Ernest, Lisa Hoffmeister and Rose Ramirez. In addition Nora Copeland, John Newman, and Patricia Smith generously offered their advice and assistance.

AACR 2 - See Anglo-American Cataloging Rules.

ACRL - See Association of College and Research Libraries.

ALA - American Library Association.

ALA RULES FOR FILING CATALOG CARDS - Card filing rules established and published by the American Library Association. Used on a modified basis in this and most other libraries.

ALIS - Automated Library Information System. See also Dataphase.

ARL - See Association of Research Libraries.

ABEL - A book vendor, now out of business, from whom the library used to order materials.

ABSTRACT - A brief summary that gives the essential points of a book, pamphlet of article.

ACCESS POINT - A name, term, code, etc., under which a bibliographic record may be searched and identified.

ACCESS SERVICE HOURS - Those times when the building is open for study purposes only. Materials may not be checked out and no loan, reference, reserve, or other services are provided. The collections, catalogs, and reference tools are available on a self-service basis. Normal access service hours are 8:00 a.m. - 5:00 p.m.

ACCESS SERVICES COUNCIL - See Councils, Libraries.

ACCESS SERVICES DIVISION - One of four divisions of the Libraries, composed of the following departments or areas: Circulation Department, Interlibrary Loan, and Reference Department. Formerly, together with the Collection Services Division, called Public Services Division. The Associate Director of Libraries heads this division.

ACCESSION NUMBER - A number formerly assigned to each book or item in the order of its acquisition by the library.

ACCOUNTING OFFICE - The office under the Fiscal Services Librarian which maintains the Libraries' finacial records.

ACCOUNTS PAYABLE OFFICE - The section of the CSU business office to which the library sends requests for payments. The office deals with the following types of accounts: a) Account payable, which is money owed to a vendor as a result of his having sent us a publication in response to a purchase order, and b) Account receivable, which is money owed to CSU.

ACQUISITIONS BUDGET - See Materials Budget.

ACQUISITIONS DEPARTMENT - A department in the Technical Services Division that is responsible for pre-order and pre-cataloging searching, and acquiring library materials. Sections within the department include Identification, Gifts and Exchanges, and Monograph Order.

ACRONYM - A word formed from the first (or first few) letters of each of the successive parts of a compound term.

ADDED ENTRY - A secondary entry in the card catalog, i.e., any other than the main entry with the addition of a heading to represent in the catalog a subject, joint author, illustrator, editor, compiler, translator, collaborator, series, etc.

ADMINISTRATIVE COUNCIL - See Councils, Libraries.

ADMINISTRATIVE SERVICES - The subdivision directed by the Fiscal Services Librarian which includes the areas of photoduplication, accounting, shipping and receiving, building and equipment maintenance, supplies and inventory control, and personnel activities concerning hourly wage and special assistants (such as work study). One of the four Libraries subdivisions.

AIMLO - 1. The acronym for Auto-Instruction Media for Library Orientation. The self-service audio-visual units located in the reference, documents and other areas of the library which provide instruction about periodical indexes, the card catalog, U.S. Government Documents, etc. 2. AIMLO also refers to the project in which the programs and machine packages were designed and developed.

ALLOCATION FORMULA - See Materials Allocation Formula.

ALPHABETICAL ORDER - 1. Arrangement according to the letters of the alphabet. 2. In libraries, filing rules for alphabetizing consistently; e.g., never file by the initial articles "a," "an," and "the." This library has incorporated the ALA rules into its filing system.

ANALYTICAL ENTRY - An entry in the card catalog for a part of a work or collection for which a complete entry is made. Analytical entries can be made for authors, titles, and/or subjects. An easy way to distinguish an analytical entry is that in most cases the call number contains the volume, or part number.

ANGLO-AMERICAN CATALOGING RULES - A book published by the American Library Association and used by most libraries in the English-speaking world, describing correct cataloging techniques for all library materials. AACR 2 is the second edition of the book, published in 1978, which incorporates a number of rule changes having an impact on libraries.

ANONYMOUS WORK - One in which the author's name does not appear anywhere in the book; of unknown authorship.

ANNOTATION - 1. A note that describes, explains, or evaluates; especially such a note added to an entry in a bibliography, reading list, or catalog. 2. The process of making such notes.

ANNUAL LEAVE REQUEST FORM - A green vacation request form obtained from the front office and submitted in duplicate to one's immediate supervisor.

APPROVAL PLAN - A service whereby vendors send materials for review with the option to buy or return.

ARCHIVES - 1. Publications of divisions and departments of CSU, noncurrent office records, theses, and other university-related items retained for historical purposes. 2. Location symbol used to identify the preceding. Archives is a part of the Special Collections/Archival Services Department.

ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ARCL) - A division of the American Library Association.

ASSOCIATION OF RESEARCH LIBRARIES (ARL) - Organization for libraries whose basic purpose is the strengthening and improvement of the collections and services of its member libraries in support of higher education and research. Qualified members by invitation only. CSU Libraries is a member.

ATLAS -A volume of maps, plates, engravings, tables, etc., which may be issued to accompany a text; or it may be an independent publication.

AUTHOR - The person or corporate body, such as a government agency or business firm, chiefly responsible for the intellectual or artistic content of a work.

AUTHOR CATALOG - The section of the card catalog containing library holdings listed alphabetically by author or by main entry.

AUTHOR ENTRY - The name of the author of a book used as an entry in the card catalog; e.g., writer of a book, compiler of a bibliography, composer of a musical work, artist, etc. This is usually the main entry.

AUTHOR-TITLE ADDED ENTRY - An added entry in the card catalog consisting of the author and title of a work.

AUTHORITY CONTROL - A process for insuring consistency of data in the CSU catalog. It has three main components: 1. distinguishing names; 2. showing relationships; 3. documenting decisions.

AUTHORITY FILE - 1. See Series Authority File. 2. See Manual Authority File.

AUTHORIZATION FILE - A list of the names of persons authorized by faculty members to check out meterials under the name of the faculty member. This file is kept at the loan desk.

AUTOTUTORIAL - Self-instructional machines utilizing educational media. See also AIMLO.

BCR - Bibliographical Center for Research. A non-profit multi-state library services cooperative involving the libraries in the states of Colorado, Iowa, Kansas, Nebraska, South Dakota, Utah, and Wyoming. It serves as a broker for CSUL's use of OCLC.

BIP - See Books in Print.

BOT - Beginning of tape.

BIB CENTER - See BCR.

BIBLIOGRAPHICAL CENTER FOR RESEARCH. ROCKY MOUNTAIN REGION, INC. - See BCR.

BIBLIOGRAPHY -A list of books or periodical articles, usually on a particular subject. National bibliographies may include all books published in a particular language or in a specific geographical area. Several national bibliographies are shelved in I.D.

BIG EIGHT - See MASUA.

BIND CARD - Cards which constitute the Bindery's permanent records and prime source of information, and which contain binding instructions.

BIND SLIP - A photocopy of the back of a bind card sent to a commercial binder with the material to be bound, containing instructions for binding the particular item.

BINDERY - 1. A section of the Serials Department that prepares books, periodicals and other materials to be bound, multibound, pinned or covered. 2. A commercial firm engaged in this activity.

BINDERY CHARGES - A notation on the printout (DAR) that indicates that an item is in the bindery.

BINDERY COPY - An additionalcopy of a serial which has a record of having problems, such as stolen or mutilated issues. These copies are retained in the Bindery until ready for binding.

BINDING -1. The process of producing a single volume from leaved, sheets, signature, or issues of periodicals, or of covering such a volume. 2. The cover of a volume.

BODY OF A BOOK - The main part of a book that follows the preface and introduction and precedes notes and indexes.

BODY OF THE CARD - The part of a catalog card which starts with the title and ends with the date of publication.

BOOK BUDGET - See Materials Budget.

BOOK CARD - A keypunch card placed in a pocket inside the front cover of a publication, punched to show call number and truncated title, used to charge out materials.

BOOK DETECTION SYSTEM - Electronic security system for detection at the exit of material not properly charged out.

BOOK DROP - Designated receptacles for returning books. All books checked out from the general stacks must be returned through the book drops.

BOOK PLATE - A label pasted in a book to indicate ownership or a donor.

BOOK TRUCK - A small vehicle with four wheels provided with two or three shelves used for transporting books and/or other library materials within the building.

BOOKS IN PRINT (BIP) - A publication listing all books which are available as of July 1 each year, for purchase through normal book trade channels. Available in author, title and subject sections, BIP indexes the entries in PTLA.

CARL - See Colorado Alliance of Research Libraries.

CBI - Cumulative Book Index. A publication issued monthly and cumulated annually which lists English language books as they are published, providing complete verification of author, title, publisher, year, etc.

CC - The card catalog on the main floor of the Library.

CDAC - See Collection Development Advisory Committee.

CIP - See Cataloging in Publication.

CLA - Colorado Library Association.

CLASS - See Computerized Literature Access Search Service.

CLOD - See Collection Development Committee.

CMC - See Curriculum Materials Collection.

CoFS - Library of Congress location code for CSU Libraries.

COLA - See Colorado Organization for Library Acquisitions.

COM - Computer Output Microform (or Microfiche).

CONSER - Conversion of serials project. A project whereby bibliographic records for serial titles are converted into machine-readable format.

COSG - RLIN library identifier for CSU Libraries.

CPC - Classified Personnel Council. See Councils, University.

CRL - See Center for Research Libraries.

CRT - See Cathode Ray Tube.

CSU - Colorado State University.

CSU COMMENTS - A weekly faculty-staff newspaper at Colorado State University.

CSUL - Colorado State University Libraries.

CU - University of Colorado, Boulder.

"C" COLLECTION - Obsolescent. See instead Current Awareness Collection.

C DEK also C DECK - A data processing terminal located at the Loan Desk. It records circulation transactions and is also used as a time clock for labor payroll.

CALBPC - Acronym for the now-defunct Colorado Academic Libraries Book Processing Center.

CALL NUMBER - The notation used to identify and located a particular publication on the shelves. It consists of the classification number, the Cutter numbe., and may include other identifying symbols. It is found in the upper left-hand corner of thecatalog card, on the spine or front cover of the publication and on the page following the title page.

CAMPUS MAIL - Internal mail delivery and routing system. This system is independent from the U.S. Postal Service.

CAPE - Colorado Association of Public Employees.

CARD CATALOG - A catalog in which the entries are on separate 3 X 5 cards, arranged in a definite order in drawers. This library's card catalog is divided into author, title, and subject sections.

CARD PREPARATION/CATALOG MAINTENANCE SECTION - A section of the Catalog Department responsible for the implementation of name authority procedures, the processing and filing of catalog cards, and the maintenance of the card catalog.

CARREL - A booth for individual study in a library.

CAT SEP - An abbreviation for a publication that is part of a series, but is cataloged separately as a monograph with an individual call number.

CATALOG - A list of library materials arranged according to some definite plan. As distinguished from a bibliography, it is a list which records, describes, and indexes the resources of a collection, a library, or a group of libraries. It may take the form of a card file, a book, or a computer printout.

CATALOG DEPARTMENT - A department in the Technical Services Division which is responsible for cataloging and classifying library materials.

CATALOGING - The process of describing a physical object and assigning a classification number. It includes determining the form of entry, bibliographic description of the item, and assigning subject headings and a classification number.

CATALOGING IN PUBLICATION (CIP) - A program underway between the Library of Congress and publishers where new books are cataloged from galley proofs by L.C. so advance cataloging data can be printed in the book (usually on the verso of the title page or distributed via the bibliographical utilities of OCLC and RLIN). This saves other libraries from duplicating effort or waiting for final L.C. copy.

CATHODE RAY TUBE (CRT) - An electronic tube in which beams are projected onto a fluorescent screen to give a visible display. Often used when referring to a computer terminal.

CEASED TITLE - A serial title which is no longer being published. A file of ceased titles is kept in the Serials Department dead file.

CENTER FOR RESEARCH LIBRARIES (CRL) - A library of those books, periodicals, archives and other library material used infrequently enough that their use can be shared by many research libraries. CSU Libraries is a member of the organization which is located in Chicago.

CHARGE - 1. To check out material. 2. Record of material check out, either to a borrower or to a library department (Reserve, Bindery, etc.)

CHECK OUT - The process of loaning library materials to patrons.

CIRCULATION DEPARTMENT - A department in the Public Services Division responsible for lending books and other library materials at both the loan and reserve desks. This includes door monitoring, shelving, shelf-reading, and charging materials in and out.

CIRCULATION DESK - See Loan Desk.

CLAIM - A reminder to a publisher to send an item ordered, which is due, but which has not been received. 2. The act of preparing a claim.

CLASSIFICATION SCHEDULES - The printed scheme, or outline, of a particular classification system. This library follows the Library of Congress classification scheme and uses Library of Congress Classification Schedules.

CLASSIFICATON NUMBER - The number on the top line or lines of the call number assigned to a book or other library material to show the subject area and to indicate its location in the collection.

CLASSIFIED PERSONNEL COUNCIL - See Councils, University.

CLOSED ENTRY - An entry with complete bibliographical information covering all parts of a work. Usually refers to an entry, for a serial or set received in parts over a period of time which has been "closed" after receipt of the final volume.

CODING SHEETS - Sheets from the Serials Department and the Documents Department on which new SBC information (entries, reclass, successive titles, etc) is recorded.

COLLATE - 1. To examine a publication, whether bound or in the process of being bound, to see if the sections are complete and in the right sequence and to make sure that no maps, illustrations, etc., are missing. 2. To compare two publications minutely, page by page, to see if they are identical.

COLLATION - The part of the catalog entry describing the publication by indicating the number of pages or volumes, illustrations, and size.

COLLECTION - A number of books or other items on one subject, or of one kind, or collected by one person or organization. Often used to denote the entire holdings of publications in all formats by a library.

COLLECTION DEVELOPMENT - The systematic development of the collections, which entails: 1. selection/non-selection 2. deselection, and 3. replacement.

COLLECTION DEVELOPMENT ADVISORY COMMITTEE (CDAC) - A broad-based committee set up to advise the Collection Development Librarian on collection development/management issues. It was in existence for only one year, 1981-82, and was subsumed by the Collection Services Council when this new division was created in July, 1982.

COLLECTION DEVELOPMENT COMMITTEE (CLOD) - Created in 1971 as an LFC task force, the committee later became a permanent LFC committee until 1981, when it was replaced by the Collection Development Advisory Committee. Until the creation of the Collection Development Librarian position in 1978, this committee handled the materials allocation formula, and other matters pertaining to collection development.

COLLECTION MANAGEMENT - Broader in scope than collection development, this includes 1. evaluation and assessment, 2. the staff to carry out collection development activities, and 3. the allocation of funds to build, maintain, and preserve the collections.

COLLECTION POLICY STATEMENTS - Narrative statements used to describe the Libraries collections by subject, the programs they support, and the intensity by which they are collected.

COLLECTION SERVICES COUNCIL - See Councils, Libraries.

COLLECTION SERVICES DIVISION - One of the four Libraries division, encompassing all collection development activities, as well as interpretive service programs of the Libraries subject disciplines (Biomedical Sciences; Business and Economics; Engineering Sciences; Forestry and Agricultural Sciences; Humanities, Physical Sciences; and Social Sciences.)

COLLEGE CATALOGS - A collection of catalogs from other colleges and universities.

COLORADO ALLIANCE OF RESEARCH LIBRARIES (CARL) - A group of research libraries, both academic and public, organized to meet common problems in the areas of online catalogs; online circulation systems, and cooperative collection development.

COLORADO ORGANIZATION FOR LIBRARY ACQUISITIONS (COLA) - A unit of the Colorado Alliance of Research Libraries. COLA's mission is twofold: To purchase expensive material for the common good of CARL's membership and to engage in cooperative collection development activities.

COMPUTER TERMINAL - An electronic device through which a user can communicate with a computer.

COMPUTERIZED LITERATURE ACCESS SEARCH SERVICE (CLASS) - The computerized, on-line search service available at CSU Libraries. It enables researchers to locate and select bibliographic information from many machine-readable indexes and abstracts.

CONGRESSIONAL EDITION - See Serial Set.

CONSULTATION TABLES - High tables located parallel to the card catalog, on which one places the drawer in which one is searching.

CONTENTS - Listing of what an issue or volume contains.

CONTINUATION - 1. A publication issued as a supplement to one previously issued. 2. A part issued to continue a book,a serial, or a series. 3. Continuation or continuation order is sometimes used as a synonym for standing order.

CONTINUOUS PAGING - Page numbers which continue from one issue to the next instead of starting each issue with page one.

CONTROL FILE - A file maintained in the accounting office, in numerical order, of all order numbers.

COOPERATIVE COLLECTION DEVELOPMENT - Cooperative activity between institutions for purposes of reducing competition,assessing strengths and weaknesses of individual collections, setting guidelines, assigning primary collecting responsibilities, operating within network associations, and encouraging direct interaction in order to save staff time and materials budget dollars.

COPICARD - A plastic card used in the Libraries' photocopy machines in lieu of coins. Copicards are issued to Libraries departments and personnel and may be purchased by library users as well.

COPY NUMBER - A figure or number used to distinguish copies of titles having the same call number. If the Libraries has two or more copies that are exactly the same, the copy without a number is actually copy 1, the second and continuing copies are copy 2, etc. The number of copies of a title are shown in the shelflist and serials record.

COPYRIGHT - The exclusive right granted by a government to publish a work for a specified number of years. This acts as a protection against others copying the work.

COPYRIGHT DATE - The date a copyright is issued; usually appears on the verso of the title page.

CORPORATE AUTHOR - A corporate body credited with authorship for a book.

CORPORATE BODY - An organization or group of persons identified by name which acts as a single entity. Corporate bodies include associations, conferences, institutions, business firms, and government agencies. "Corporate entries" are made in the catalog for corporate bodies.

CORPORATE FILE - A file of annual reports from major business corporations, including some from Colorado. Currently (1982) the hard copy file is being supplement by a more comprehensive microfiche edtion.

COUNCILS, LIBRARIES

ACCESS SERVICES COUNCIL - An advisory group consisting of all Libraries faculty in the Circulation, Interlibrary Loan, and Reference Departments. It meets regularly during the academic year to consider and plan the expansion and improvement of service and resolve pertinent problems. The Associate Director chairs this council.

ADMINISTRATIVE COUNCIL - An advisory body to the Director of Libraries; membership consists of the Director; the Associate Director; the Assistant Directors for Collection Services, Technical Services, and Research Services; the Personnel Services and the Fiscal Services Librarians; and the current chair of the Libraries Faculty Council.

COLLECTION SERVICES COUNCIL - An advisory group consisting of all library staff members in the Collection Services Division which meets regularly to consider problems and ideas in the area of collection services. The Collection Services Librarian chairs this council.

LIBRARIES CLASSIFIED COUNCIL - (LCC) A body made of all state classified personnel of the Libraries which meets regularly to consider problems or ideas in personnel or other concerns.

LIBRARIES FACULTY COUNCIL (LFC) - A deliberative and advisory group consisting of all library faculty members, which meets regularly to consider problems and innovations in the Libraries. Most items for consideration are presented by one of the standing committees: Staff Development Committee, or Personnel Committee. The group has no power to act, only to recommend to the Director.

TECHNICAL SERVICES COUNCIL - An advisory group consisting of all library faculty members with assignments in the Technical Services Division which meets regularly to consider problems or ideas in the area of Technical Service. The Assistant Director for Technical Services chairs this council.

COUNCILS, UNIVERSITY

CLASSIFIED PERSONNEL COUNCIL (CPC) - Group of twelve elected members which serves as a liaison between the University's administration and all state classified employees on campus.

FACULTY COUNCIL - A representative body for the academic faculty which performs those duties delegated to the faculty by acts of the legislature. The Council shall have jurisdiction over the general educational policy of the University, shall pass all rules and regulations necessary to University government and discipline, and shall have statutory charge of the laboratories and library. Membership: President, Vice Presidents, Deans, Directors, Secretary of the State Board of Agriculture, and elected representatives from the academic faculty who are full-time faculty with appointments above the rank of Instructor.

LIBRARY COUNCIL - An advisory group consisting of one representative from each of the University's colleges, one graduate student, and two undergraduate students, each of whom are elected by the Faculty Council. The Director of Libraries is an ex-officio member. The duties of the Council are: 1. To make recommendations to the Faculty Council relative to policies governing operation of the Libraries; 2. To assist the Director of Libraries in an advisory capacity in the execution of policies having a significant impact upon library services; 3. To make recommendations as to available funds for the purchase of books and publications; 4. To advise the Committee on Budgets and Financial Planning of the Libraries' budget requirements.

COVER TITLE - A title used on the cover of a book. This may differ from the title on the title page.

COVERED - The process of placing a cover on items such as monographs and indexes. This is done in-house, in Materials Processing, rather than commercially.

CROSS REFERENCE - A reference from a term not used to one that is used ("see" or "search under" reference), or to additional, related terms ("see also" or "search also under" reference). Found in the card catalog, indexes, bibliographies, etc.

CUMULATIVE BOOK INDEX - See CBI.

CURRENT AWARENESS COLLECTION - Books, periodicals and documents shelved in the Current Awareness area. Materials cover topics of current interest to students.

CURRENT SHELVES - See Display Shelves.

CURRICULUM MATERIALS COLLECTION (CMC) - A collection of secondary and elementary school texts, and other educational materials at the secondary and elementary levels. The collection is supervised by the Assistant Social Sciences Librarian.

CUTTER NUMBER - A part of the call number, taken from a special list and used as an author number to maintain for each classification number an alphabetical author arrangement of books on the shelves.

DAR - Daily Activity Report. A computer printout by call number of library materials charged out by the Loan Desk to patrons, bindery, interlibrary loan, reserve, etc.

DBAC - See Database Advisory Committee.

DIALOG - DIALOG Information Retrieval Service is a computerized, on-line search service available at CSUL providing hundreds of bibliographic databases in the areas of science, technology, engineering, social sciences, and business and economics. DIALOG is its own vendor; access is through CLASS.

DU - University of Denver.

DAILY ACTIVITY REPORT - See DAR.

DASH ON ENTRY - An entry printed on a catalog card with one dash representing author, and another dash representing title, of a related work previously described on the same catalog card, usually for a supplement. This technique is no longer used for new cataloging, but instead a separate entry shows the related work.

DATABASE - A collection of data organized especially for rapid search and retrieval (as by computer). For library use, a database provides bibliographic information from indexes and abstracts.

DATABASE ADVISORY COMMITTEE (DBAC) - A committee that recommends overall policy for the functioning of the CLASS service. The numbers include the CLASS coordinator; one science subject librarian or assistant; one liberal arts subject librarian or assistant; one member of the general reference staff; and the immediate past CLASS coordinator.

DATAPHASE - A corporation that has developed an Automated Library Information System (ALIS) to organize and maintain library information using a computer.

DATER - Adjustable stamping device used to stamp date on material. Used in Circulation Dept. to stamp the date due on charged out material.

DEACIDIFICATION - A process used in preservation of library materials involving the removal of acid from paper.

DEAD FILE - A file of serials check-in Kardexes for titles no longer received. Kept in the Serials Department in two alphabets: "purchases" and "gift/exchanges."

DEMAND LIST - Computer printout created on demand of books charged to one individual or location.

DEPOSIT ACCOUNT- A specified amount of money deposited with a vendor to pay for future orders, not to exceed the amount deposited. The most common deposit account is with the U.S. Government Printing Office.

DEPOSITORY LIBRARY - A library legally designated to receive without charge copies of all or selected U.S. Government publications. The CSU Libraries have been a depository since 1907.

DESENSITIZE - To prepare a book for the electronic detection system. Desensitized material will pass through the exit without triggering the alarm.

DESCRIPTIVE CATALOGING - The part of the cataloging process concerned with the identification and description of a book.

DEVELOPMENT SERVICES - One of the four Libraries subdivisions, staffed by University personnel, and, responsible for exploiting methods of funding beyond the traditional Library budget.

DEWEY DECIMAL CLASSIFICATION - The classification system in which knowledge is divided into ten main classes, with further decimal division, using a notation of numbers. The Libraries formerly used Dewey and a small number of items are still in this system but are being reclassified into L.C. as time permits.

DICTIONARY CATALOG - A catalog in which all entries (author, title, subject series, etc.) are filed in one alphabetical order.

DISABLED ROOM - See Room Eleven.

DISCHARGE - The process of returning items to the Libraries' collection after they have been returned by a patron.

DISPLAY SHELVES - The slanted shelves at the beginning of the north wing stacks area on each floor where current issues of selected periodicals are displayed for easier browsing. Arrangement on the shelves is alphabetical by title.

DISSERTATION - A written report of research by a PhD student. The Library receives two copies of each CSU dissertation. The Cataloging Department sends one copy to University Microfilms for microfilming and binding for Archives. The other copy is sent to the stacks.

DIVIDED CATALOG - A catalog where different kinds of entries are isolated into separate sections. In this library, the card catalog is divided into three parts: One for authors, one for titles, and one for subjects.

DIVISIONS, LIBRARIES - See Access Services Division, Collection Services Division, Research Services Division, and Technical Services Division.

DOC - Location Symbol added to the call number to denote a federal document.

DOCUMENTS - Publications issued or funded by the U.S. government.

DOCUMENTS DEPARTMENT - The department in the Technical Services Division that handles material received from the U.S. Government Superintendentof Documents office. Documents are cataloged in their own classification system and generally are not listed in the card catalog. (A few document monographs have been classified in L.C. and, therefore, appear in the card catalog.) Colorado State Documents are also processed by the Documents Department.

DUP, DUPL - Common abbreviations for a duplicate book, order card, etc.

DUMMY - A wooden block shelved in place of a book, bearing a label showing that the book is shelved elsewhere. The dummy bears the author, title, and call number of the book it replaces, as well as the location.

EDP - Electronic Data Processing.

ERC - 1. Engineering Research Center, the research facility for the Engineering College located at the Foothills Campus. The Libraries maintains a branch there for the engineering research faculty and students. ERC is affixed to the call number of a special group of materials, donated to the Libraries by E.W. Lane. (See Lane Collection) and housed in the branch. 2. An initialism for Environmental Resources Center.

ESBL - Location code for the Engineering Sciences Branch Library. See also Engineering Sciences Branch Library.

EDIT ERROR - Error which causes the C Dek of the automated circulation system to refuse to complete a charge record. The operator is alerted by a red light so errors can be corrected. Such errors are caused by badly cracked ID's, bad book cards, wrong combination punched or attendance keyed in wrong.

EDITION - 1. All the impressions of a work printed at any time or times from one setting either by the author or by a subsequent editor.

EDITOR - One who prepares for publication or supervises the publication of a work or collection of works or articles that are not his own. Responsibility may extend to revising and providing commentaries, introductory matter, etc.

ELECTRONIC MAIL - See 1. OCLC Interlibrary Loan Subsystem, and 2. RLIN Interlibrary Loan Subsystem.

ENCUMBRANCE - Money set aside for a purchase order which has been placed with a vendor but not yet expended because the publication has not yet been received. A file of encumbrances is kept in the Libraries accounting office.

ENGINEERING SCIENCES BRANCH LIBRARY (ESBL) - A small branch library located in the Engineering Research Center (ERC) on the Foothills Campus. It serves faculty, students and staff engaged in graduate research, and is part of the Engineering Sciences Department of the CSU Libraries.

ENTRY - A record of a publication in a catalog or list. Besides the main entry, there may be author entries, title entries, series entries, subject entries, and other less common types of added entries.

ENTRY WORD- The word by which the entry is arranged in a catalog, usually the first word (other than an article) of a heading.

ERIC - Educational Resources Information Center. A government sponsored national clearinghouse for information on education. ERIC supplies reports on microfiche (a few in hard copy). The Libraries have some early reports in hard copy and a complete set of those reports issued in microfiche, which are located in the Document Microform Room.

ERRATA - A sheet of corrections printed after a publication has already been published and sent to those who purchased the publication so it can be inserted.

EXCHANGE - An arrangement with another library or agency to receive materials automatically in return for materials our library or university sends them. A record of exchanges is kept in the Gift and Exchange section.

EXHAUSTED PRF - A COM catalog of publications no longer in stock or offered for sale by the U.S. Superintendent of Documents. See also Publications Reference File.

EXTENSION CARD - A catalog card that continues an entry from a preceding card.

FAPAS - Factor Anchored Performance Appraisal System. The evaluation system used for state classified personnel in the Libraries.

FTE - Full Time Equivalent. A term used for budgeting purposes to designate the number of staff allocated to each state department. One FTE is a full time professional or classified staff member working for one month. In the computation of hourly employees, one FTE is 173.4 hours worked.

FACULTY COUNCIL - See Councils, University.

FAR NORTH - A location designation that indicates an area on each floor beyond the north wing and through a passageway.

FACSIMILE EDITION - A exact replica of an edition of a book usually make either by a photo chemical process or a type-facsimile.

FASCICLE - Portions of a work which, for convenience of publishing or printing, is issued in small installments. It is distinguished from a PART by being a temporary portion of a unit rather than a unit.

FAXON - The major vendor from which the Serials Department acquires materials.

FICHE - See Microfiche.

FISCAL YEAR - The budget year running from July 1 to June 30. The Libraries is allotted state-appropriated funds which must be totally spent within the current fiscal year.

FOLIO - Size mark of a book or bound periodical. In this library, this designation includes any book or periodical that measures 29 centimeters or over in height.

FREEDOM OF INFORMATION ACT - A law enacted by Congress in 1976 that provides for public access to the records of federal executive agencies, with certain exceptions.

FRONT OFFICE - Common designation for the Administrative Office, which includes the Director's secretary, the PBX operator/receptionist, and the word processor operator.

FULL SERVICE - All public services and technical services departments are in operation with normal staffing.

FUND FILE - A file of slips arranged by fund from the order packets for encumbered orders which have not yet been received. This file is kept in the Libraries accounting office.

GPO - U.S. Government Printing Office, located in Washington, D.C.

GRA - Graduate Research Assistant.

GTA - Graduate Teaching Assistant.

GIFT - 1. Materials donated to the Libraries which may or may not be added to the collection. 2. Materials exchanged between CSU and another organization.

GOLDENROD TEMP SLIPS FOR THESIS/DISSERTATIONS - These are temporary slips (goldenrod in color) that are filed in the author section of the card catalog under "Colorado State University - Thesis" (or "Dissertation") and the year the thesis was presented. These are filed when the thesis is sent to be bound (or microfilmed) and the call number is added when the book is cataloged and waiting for catalog cards to be made.

GUIDE CARD - A card having a projecting tab, inserted in a file to indicated arrangement and aid in locating material quickly.

GUIDES TO THE LIBRARIES - A series of eight guides, each of 1-7 pages, describing some aspect of the Libraries' services or resources. A supply is kept on a table by the loan desk for distribution to interested patrons.

HANDICAPPED ROOM - See Room Eleven.

HANGING INDENTION - A form of indention used on a catalog card when the title serves as the main entry. The entry begins at the first indention with all subsequent lines of the entry at the second indention.

HARD COPY - 1. A printed record on paper or card, to distinguish from a record on microfiche or magnetic tape. 2. A printed copy of machine output.

HARDWARE - The mechanical, magnetic, electrical and electronic devices or components of a computer or other equipment used for processing data. See also software.

HEADING - A name, word, or phrase placed at the head of a catalog entry to provide an access point in the catalog.

HOLD - In the Circulation Department, a notation added to a record of a checkout of library material instructing the staff to save the material for another patron when it is returned.

HOLDINGS - 1. A record of what the Libraries have of a specific title; shown in both the shelflist and Serials Record. The shelflist lists which volumes and how many copies of monographs we have; the Serial Record lists the parts of a serial that we have. 2. Holdings can also refer to several shelves of books beside the Cataloging Department that the Identification section maintains to await a proof slip, or a similar area in Serials. 3. Often used as a synonym for collection.

HONORS OFFICE - The university office located at the far north end of the building on the second floor. The Libraries staff sometimes gets inquiries for the location of this office; it cannot be reached from within the libraries but must be entered at the far north end of the building.

HOURLY EMPLOYEE - Employees hired by the hour. They must punch a computerized time clock at the Loan Desk, cannot work over 40 hours per week, and do not receive fringe benefits such as sick leave or vacation time.

IC - Intermediate Clerk. An obsolete State Civil Service clerical position, superceded by clerk.

ICT - An Intermediate Clerk Typist. An obsolete State Civil Service clerical position, superceded by Typist.

ID CARD - A plastic card issued to all university faculty and students used for various university activities including charge-out of Library materials. The information punched on the card is utilized by the Libraries' computerized circulation system.

ILL - See Interlibrary Loan Department.

INC - Incomplete. Used on certain library records.

ISBN - See International Standard Book Number.

ISSN - See International Standard Serial Number.

IW - Imaginary Wars. The collection of works about imaginary wars shelved in Special Collections. Also a location symbol in the call number of these works.

IDENTIFICATION DEPARTMENT - The department of the Technical Services Division which verifies all orders and searches for LC copy.

IMAGINARY WARS - See IW.

IMPRINT - The place, name of the publisher, and the date of publication. Usually used to describe that information on a catalog card.

"IN PROCESS" - A term to indicate material has been received in the Libraries but has not yet been cataloged.

INACTIVE SERIAL - A serial title that has either 1.) ceased publication, 2.) suspended publication until further notice, 3.) been cancelled, or 4.) cannot be activated through claims or correspondence.

INCUNABULA - Works printed in Europe from movable type between 1454-1501.

INDEFINITE LOANS - Check out period without an assigned due date given to library departments needing office copies of library materials.

INDENTION - Specifically, the distance form the left edge of a catalog card at which, according to predetermined rules, the various parts of the description and their subsequent lines begin. See Hanging Indention.

INDEX - A list of citations arranged by author, title and subject.

INDEX TABLES - Tables located in the reference areas where frequently used periodical index and abstracts are shelved.

INFORMATION SCIENCE - The study of information-producing processes and systems.

INITIALISM - A designation for a group of words using their first initials. For example, see ILL.

INTERCOM -1. The title of the intralibrary newsletter. 2. Public Announcement System (PA) at the Loan Desk. (Technically not an intercom but often called that by staff).

INTERLIBRARY LOAN DEPARTMENT - The department of the Access Services Division that handles the borrowing and lending of materials between this and other libraries.

INTERNATIONAL STANDARD BOOK NUMBER (ISBN) - The ISBN is assigned by designated agencies in countries publishing books to provide each book with a unique identification number by which the item can be ordered. The number consists of 10 digets separated into 4 functional parts as follows: 1) One or more digits to represent the country or group of countries in which the item was published; 2) 2-7 digits for the publisher's prefix; 3) one or more digits to identify a particular title and to expand the number to nine digits; 4) and a check digit for a computer validity check.

INTERNATIONAL STANDARD SERIAL NUMBER - An eight digit number separated into two groups of four assigned by the National Serials Data Program to provide a unique identification number to each serial title.

INVOICE - Bill received from a vendor.

INVOICE SYMBOLS - FOB - Freight on board
NE, NEP - new edition pending
NOP - Not our publication
NYP - not yet published
OP - Out of print
OS - Out of stock
TOP - temporarily out of print
ROS - temporarily out of stock

ISSUE - A single piece of a serial.

JOBBER - A supplier, usually a wholesaler, who stocks a wide range of items. Use of jobbers reduces the workload in the Acquisitions Department because a large number of items from different publishers may be purchased from one source.

JOINT AUTHOR - A person who collaborates with one or more associates to produce a work in which the contributions of each is not separable from that of the others.

JOURNAL - 1. A periodical or newspaper. 2. Specifically, a periodical issued by an institution, corporation, or learned society, containing current news and reports of activities and work in a particular field. Sometimes used interchangably with the term "magazine."

KWIC INDEX - Keyword in context. An index produced by rotating each significant word in the title of a document so that it appears alphabetically in the index.

KARDEX - Metal cabinets of trays containing check-in cards for all the Libraries' serial titles currently received. The Kardex is located in the Serials Department.

KEYPUNCH - A machine, operated from a keyboard, that records data by punching holes in cards that can later be fed into other machines including computers.

KEYPUNCH CARD - 1. A card which is punched with holes to represent letters, digits or special characters, for use in computers or other data processing equipment. 2. In this library, a computer card, or book card, indicating call number and title which is placed in most books for the automated circulation system.

KIOSK - The name of the U.S. Post Office mailing unit located outside of the Libraries to which we sometimes direct users.

LC -See Library of Congress.

LC COPY - Cataloging information issued by the Library of Congress showing how they cataloged a book. Available on-line from RLIN and OCLC, and in book form in the National Union Catalog.

LCC - Libraries Classified Council. See Councils, Libraries.

LFC - Libraries Faculty Council. See Councils, Libraries.

LANE COLLECTION - Books dealing with engineering sciences donated by a former CSU Professor, E.W. Lane. The collection has been merged with the ESBL branch materials.

LATEST ENTRY CATALOGING - A type of serials cataloging in which a serial is cataloged under its latest title and former titles and coverage dates are given in a note. This practice is no longer used. See Successive Title.

LENDING SERVICE - Circulation services, including reserve, are provided with a minimal staff; other library services are not provided when the Libraries are open on this basis.

LIBRARIES CLASSIFIED COUNCIL - See Councils, Libraries.

LIBRARIES FACULTY COUNCIL - See Councils, Libraries.

LIBRARIES STAFF ASSOCIATION - See Staff Association.

LIBRARIES APPEALS BOARD - Body to which patrons may appeal fines and replacement charges. The Board members are from the Libraries staff the the CSU student body.

LIBRARY ASSISTANT I-A - An entry level position in the state classified personnel system. Assigned work is of a standardized nature limited to more routine library activities.

LIBRARY ASSISTANT I-B - A position in the state classified personnel system characterized by the use of the full range of clerical skills and abilities combined with library work process and procedures.

LIBRARY ASSISTANT II - A position in the state classified personnel system involving supervision over a group of positions engaged in non-professional library activities.

LIBRARY COUNCIL - See Councils, University.

LIBRARY LOCATOR - Information Sheet outlining the libraries' service hours, arrangement and locations, prepared as a handout to help patrons use the library. Supplies are kept at the reference desks and other service points.

LIBRARY OF CONGRESS - The federal library whose first function is to serve the informational needs of Congress. Another important function is provision of cataloging information to other libraries.

LIBRARY OF CONGRESS CLASSIFICATION - The system of classification developed by the Library of Congress for its collections. It has a notation of letters and figures that allows for expansion. The CSU Libraries uses this classification system.

LIBRARY PRIVILEGE CARD - Card issued upon application to non-university residents of the local school district. See also Special Privilege Card.

LIBRARY TECHNICIAN - A position in the state classified personnel system representing the highest level non-professional class in library activities. Library technicians usually serve as assistants to professional librarians and are responsible for planning, developing, and implementing procedures, methods, and systems to effect improvements in efficient operation.

LIMITED SERVICE - Access Services are in operation and staffed (sometimes only with limited staff), from 8:00 a.m. - 5:00 p.m., Monday-Friday.

LISTENING ROOM - Room behind the Loan Desk, administered by the Special Collections Subdivision, which houses audiotapes, players and turntables.

LITERATURE SEARCH - A systematic search, utilizing various indexes, for material bearing on a specific problem or subject, often annotated or including abstracts.

LOAD SHEET - List of fines sent to the Office of Student Accounts from the Circulation Department.

LOAN DESK - Circulation desk where library materials are checked out and returned.

LOAN PERIOD - Length of time given before material charged out is due to be returned.

LOCATION SYMBOL - Word or abbreviation beneath the call number which is used on spines of books that are shelved in special places; examples are ARCHIVE, REF, SCI REF, X (restricted), SPECIAL and ESBL. Location symbols are listed on the Library Locator.

LOCKHEED INFORMATION SYSTEMS - The original producer of DIALOG Information Retrieval Service. See DIALOG.

LUMMIS COLLECTION - A collection of manuscripts, photographs and correspondence of the late Charles F. Lummis, an author and editor who did much to bring the American Southwest to the attention of the public. The collection is housed in Special Collections.

MAF - See Manual Authority File.

MARC FORMAT - Machine-readable cataloging format. A format developed at the Library of Congress to record cataloging data in machine-readable form. The MARC format uses tags, indicators and subfield codes to identify cataloging data explicitly for computer manipulation.

MOCAT - See Monthly Catalog.

MPLA - Mountain Plains Library Association.

MACHINE READABLE - The conversion of printed material into a format that can be stored in a computer for access and display upon a computer terminal.

MAIL ROOM - See Shipping and Receiving.

MAIN ENTRY - The complete catalog record of an item, presented in the form by which the entity is to be uniformly identified and cited. May include the tracings of all other headings under which the record is to be represented in the catalog.

MANIFOLD PACKET - See Packet.

MANUAL AUTHORITY FILE - A file established to record the proper form of entry for a name. The file is divided into three sections: 1. personal names; 2. corporate and geographic names; and 3. uniform titles. The file originated with the Title IIC project, and later expanded to include authority records established by the Catalog Department. The manual authority file includes information on cross references and the history of a name, and the cataloging code under which the name was established.

MANUSCRIPT - A writing made by hand, including one made by typewriter or by inscription.

MAP - Location symbol indicating the map collection, shelved across from Special Collections, far north wing, first floor.

MASUA - Mid-America States Universities Association. The "Big Eight" institutions plus CSU: University of Missouri, University of Oklahoma, Oklahoma State University, University of Kansas, Kansas State University, University of Colorado, Iowa State University and University of Nebraska.

McBEE CARD - Manual Key sort charge card used to check out materials without keypunch cards i.e., college catalogs, unbound periodicals, maps, etc.

MATERIALS ALLOCATION FORMULA - A mechanism for allocating materials funds to the seven subject departments. The formula consists of four categories: 1. student FTE (by course level); 2. Faculty/professional FTE (less months paid from sponsored research; 3. Purchasing pattern (market costs and number of titles for books and serials); 4. Indirect cost recovery received via sponsored research dollars.

MATERIALS BUDGET - The funds allocated for the purchase and maintenance of serials and monographs.

MATERIALS BUDGET REVIEW COMMITTEE - A committee whose purpose is to regularly monitor the materials budget and make adjustments where necessary. It is chaired by the Assistant Director for Collection Services and includes the Fiscal Services Officer, the Acquisitions Librarian, and the Serials Librarian.

MATERIALS PROCESSING - A unit of the Serials Department, comprised of binding, marking, and data key processing. Formerly part of the Preparations Department.

MEETING ROOMS - Rooms in the library available for meetings. Most staff meetings are held in Rooms 124 and 203. Room 124 is through and to the right of the fire exit near the Loan Desk. Room 203 is directly south of the stairs on the second floor. Meetings to be held in these rooms must be scheduled in the Front Office.

MEMBER LIBRARY COPY - Cataloging information provided by a library that is a member of a network or cooperative program. In our case, it would be OCLC or RLIN.

MENDS - Books to be repaired.

MESSAGE- Signal on the book for the electronic detection system.

MICROCARD - An opaque card on which microcopies have been reproduced photographically, arranged in rows.

MICROFICHE - A transparent microform on a single sheet, approximately 4x6 inches.

MICROFICHE READER - See Microform Reader.

MICROFILM - A microphotograph. It may be negative or positive and 16, 35 or 70mm wide and any length, depending on the number of exposures.

MICROFORM READER - A machine used to enlarge microforms through a lens or prism and display them on a screen. Reader-printers allow for a full-size hard copy to be made of the image displayed.

MICROTEXT ROOM - Room behind the Loan Desk, administered by the Special Collections Department, which houses microform readers and reader-printers. Microforms, including microcards, microfiche, and microfilm, are shelved nearby.

MID-AMERICA STATES UNIVERSITIES ASSOCIATION - See MASUA.

MONOGRAPH - A work, collection, or other writing that is not a serial.

MONOGRAPHIC SERIES - A number of separate works issued in succession which have a collective title and are normally issued by the same publisher in a uniform style.

MONTHLY CATALOG - The Monthly Catalog of U.S. Government Publications. A periodical indexing by author, title and subject federal documents published by the Superintendent of Documents in Washington, D.C.

MORGAN LIBRARY - The offical name of the building which houses the CSU Libraries on the main campus.

MULTIBOUND - A technique of binding two or more publications together using heavy cardboard covers without spines and with prepunched holes to form front and back covers.

MULTIPLEXER - Recording unit of the automated circulation system.

MURPHY - the guy blamed for errors.

NA - Not available, notation made when material we have ordered is not available.

NEWSP - Abbreviation for "newspaper" used in the call number. As a location symbol, it indicates pieces shelved in the newspaper display area in the basement.

NSDP - National Serials Data Program - A program of the Library of Congress, established in 1972, responsible for the assignment of ISSN and key titles to U.S. serials and control over the accuracy and uniqueness of these data elements.

NST - See New Serial Titles.

NTIS - See National Technical Information Service.

NUC - National Union Catalog. A printed cumulative main entry list representing Library of Congress printed cards and titles cataloged and reported by other American libraries. In our library, this tool is located in the Identification Department.

NYP - Not yet published, notation made when material we have ordered is not yet published.

NAME AUTHORITY RECORD WORKSHEET - Form used for various stages of establishing and/or upgrading a uniform title, or personal, corporate, or geographic name according to AACR2 cataloging code.

NATIONAL TECHNICAL INFORMATION SERVICE (NTIS) - The central sources for the public sale of U.S. government-sponsored research, development, and engineering reports, as well as foreign technical reports and other analyses prepared by national and local government agencies, their contractors or grantees.

NATIONAL UNION CATALOG - See NUC.

NETWORK - A group of two or more libraries or similar institutions engaged in information exchange and having objectives common to all. Networks may or may not involve telecommunications links such as computer terminals. The information exchanged is often bibliographic in nature; cataloging data is an example.

NEW SERIAL TITLES - A union catalog listing periodicals which began publication in 1950 and later and giving place of publication and statement of beginning date (and closing date if pertinent) and a record of the holdings in more than 700 United States and Canadian libraries. A section at the back of each cumulation lists "Changes in Serials" and notes changes for all serials regardless of their beginning date. These changes include title changes, changes in the name or catalog entry of corporate authors, cessations, suspensions, resumptions, and the like. In our library, this tool is located in the Identification Department. Updates Union List of Serials.

NEWSPAPER - A publication regularly printed on newsprint and distributed, usually daily or weekly, containing news, articles of opinions (as editorials), advertisements, features, and other items of current interest.

"NO" - A returned book for which the Circulation Department cannot find the record of the charge; i.e. a long standing snag.

NON-CIRCULATING - Any library material which cannot be check out. Such materials are stamped "non-circulating".

NON-GPO - Government document not published in the U.S. Government Printing Office, i.e. printed at field agency locations.

NON-UNIVERSITY PATRON - Any resident of the Poudre R-1 School District, who has a library privilege card. Also any student, faculty, or staff of a library with whom we have a reciprocal borrowing agreement.

NUMERICAL LIST - See Serial Set.

OCLC - See Online Computer Library Center.

OCLC ILL SUBSYSTEM - Allows electronic mail delivery of an interlibrary loan request, automatically referring it to up to five libraries. See also Online Computer Library Center.

OCR LABEL - Optical Character Recognition. A numeral read by light pen to uniquely identify items. Used by the Circulation Department to identify library materials.

OP - See Invoice Symbols.

OS - See Invoice Symbols.

OPSCAN FORM FOR COMPUTER - Machine readable form used to code a non-university patron applying for a library privilege card.

OCCUPATIONAL-VOCATIONAL FILE - File of pamphlets and other information on occupations.

OFFICE MEMO - 1. Standard form available in pads used generally by the University for memoranda. 2. Above form used to inform Cataloging of covering or multi-binding done by Printing and Publications or in-house so they can make necessary notations on Serial Records Cards.

"ON ORDER" - Notation on the slip that goes into the title section of the card catalog to indicate either that the publication is on order but not yet received, or that the publication has been received but not yet cataloged.

ONLINE - Used in conjunction with computer databases; generally means that the user is in direct contact with the database and can interact with it, usually through a computer terminal.

ONLINE CIRCULATION SYSTEM - A system which inputs checkouts and discharges of library materials directly into a computer without manual intervention.

ONLINE COMPUTER LIBRARY CENTER (OCLC) - A computer library service and research organization based in Ohio. The Center operates an international network that libraries use to acquire and catalog books, order custom-printed catalog cards, arrange interlibrary loans, and maintain location information on library materials. Formerly called Ohio College Library Center.

OPEN ENTRY - A catalog entry for a serial, series, or set not yet completed. The volume number and date are incomplete on the catalog card.

OPEN STACKS - Shelves of library materials to which patrons have access for self-service retrieval.

ORANGE SHELVES - Orange-colored shelves located at various intervals throughout the stacks for books needing reshelving.

ORDER - 1. A request to a publisher or vendor to purchase a publication, supplies or services. 2. The act of preparing an order.

ORDER CARD - White printed card used to request that publications be ordered; used by the librarians and/or faculty and students. Additional information on requested title is added by the Identification and Acquisitions Departments.

ORDER PACKET - See Packet.

OUT-OR-PRINT (O.P.) - Not obtainable through the regular market, since the publisher's stock is exhausted.

PBX OPERATOR - Private Branch Exchange is the telephone communication system utilized by the Libraries. The PBX operator in this system is the equivalent of a switchboard operator and routes incoming library calls to the appropriate department.

PCB - An official job description form for a specific job held by a Classified employee which includes such information as use of equipment, previous experience required for the job and education qualifications.

PLA - Principal Library Assistant. An obsolete state classified position superceded by Administrative Clerk B.

PP&R - See Performance Planning and Review.

PRF - See Publications Reference File.

PTLA - Publishers Trade List Annual - A collection of publishers' catalogs, arranged alphabetically by publishers' names, and bound in several volumes per year. Lists only books in print. Books in Print is an author, title and subject index to PTLA.

PACKET - A set of processing slips prepared by Acquisitions or the Serials Department with appropriate bibliographic information which is used for ordering and/or cataloging.

PAGINATION - 1. A system of numbers or letters used to indicate the order of the pages in a book. 2. That part of the collation which states the number of pages contained in a book.

PAM BOX - Pamphlet Box. Box used to support pamphlets or loose periodical issues on shelves. Usually made out of cardboard, but also available in metal, which are called Princeton files.

PARITY ERRORS - Errors in type drive record which causes the record not to be read.

PART - A portion of a work in one or more volumes issued by a publisher as the work is completed for publication. It is distinguished from a fascicle by being a unit rather than a temporary portion of a unit.

PATHFINDER - A guide to selected library materials on a particular topic. The subject section of the card catalog contains references to those Pathfinders available at the Reference Desk in this library. Science Pathfinders are available and indexed at the Science Reference desk but not represented in the card catalog.

PATRON - Library user.

PERFORMANCE PLANNING AND REVIEW - A evaluation system for university personnel. For further information, see the booklet Supervisors Performance Planning and Review Manual.

PERIOD - Abbreviation for "periodical;" Part of the call number, but not a location symbol.

PERIODICAL - A publication that is issued at regular intervals two or more times a year and which contains articles on various subjects. Intends to continue indefinitely. Usually denoted a "magazine;" e.g. Time.

PERIODICAL INDEX - 1. An index to a group of periodicals generally issued regularly and usually cumulated annually. 2. An index to a volume, several issues or a set of a periodical, usually issued once annually and bound at the end of the volume.

PERSONNEL SERVICES - One of the four subdivisions of the Libraries, with responsibility for personnel administration, including recruitment and procurement of staff, and continuing education programs, performance evaluation, counselling, and related informational services.

PHOTOCOPY - A copy of a sheet of paper or page from a volume made by a photo-reproduction process.

PHOTODUPLICATION - A section of the Administrative Services responsible for the operation of the Libraries' photoduplication service.

PHOTODUPLICATION ROOM - The area in the basement where patrons may pay to have photoduplication done by library staff, or may do their own copying on coin operated machines.

PHYSICAL PLANT - The department on campus responsible for buildings' conditions and maintenance throughout the University.

PIECE - A single unit of library material. This generic term is used loosely to describe items, both bound and unbound (the latter generally of a cumulative nature) that are undergoing processing in the Technical Services Division.

PINGREE PARK - A campus of CSU, located up the Poudre Canyon, principally used for forestry students. The Libraries maintains a small branch at Pingree Park.

PINNED - A process used in-house (in Materials Processing) by which plastic pins and covers are used to hold back issues of periodicals together.

PREPARATIONS DEPARTMENT - A former department in the Technical Services Division which was responsible for the physical preparation of a book after cataloging, making and filing of catalog cards, maintenance of the card catalog, binding, and keypunching records for books and binding. Card processing and catalog maintenance have been transferred to the Catalog Department; binding, marking and repair, and data processing were transferred to the Serials Department.

PREPAY - Payment in advance of receipt of ordered item.

PREPRINT - 1. A printing issued in advance of book or periodical publication.
2. A printing of a speech, lecture, or paper issued before its formal delivery.

PRESERVATION - A section of the Libraries responsible for the preservation of the collection, making certain it is housed under the best possible conditions, and for determining what materials need spedial facilities or restoration to prevent their deterioration. Preservation functions as part of the Research Services Division.

PRINCETON FILE - See Pam Box.

PROCESSING PACKET - See packet.

PROFORMA INVOICE - An invoice received for checking and approval prior to receiving the formal invoice. It is used as a checklist for serials renewals and then returned to the vendor for authorization to renew.

PROPERTY STAMP - A rubber stamp used to identify all library materials owned by CSU.

PSEUDONYM - A name assumed by an author to conceal or obscure his identity.

PUBLICATION - 1. A work issued to the public in the form of a document, periodical or book. 2. The act of issuing such a work.

PUBLICATIONS REFERENCE FILE (PRF) - A COM catalog of publications currently offered for sale by the U.S. Superintendent of Documents. It is, in effect a "documents in print."

PUBLIC SERVICES COUNCIL - See Councils, Libraries.

PUBLIC SERVICES DIVISION - Formerly this division was composed of the following departments, or areas: Circulation Department, Interlibrary Loans, Reference Department, subject areas, and Special Collections. In a reorganization in 1982, the Public Services Divisions was abolished. Circulation, Interlibrary Loans and Reference were formed into the Access Services Division; the subject areas became the Collection Services Division; and Special Collections became a subdivision of its own.

PUBLISHER - The person, corporate body, or firm responsible for issuing a work.

PUBLISHERS' CATALOGS - A file of current catalogs of domestic and foreign publishers located in the Identification Department.

PUBLISHERS' SERIES - A series of books whose only link may be the collective title assigned by the publisher.

PUBLISHERS TRADE LIST ANNUAL - See PTLA.

PUNCHED-CARD - See Keypunch Card.

PURCHASE ORDER - A form used to place an order. See order.

RLG - See Research Libraries Group.

RLIN - See Research Libraries Information Network.

RLIN ILL SUBSYSTEM - This subsystem allows electronic mail delivery of an interlibrary loan request to member institutions, automatically transferring it to up to six libraries.

READER-PRINTER - See Microform Reader.

READY REFERENCE COLLECTION - Reference books used frequently by staff and/or patrons, shelved behind or at the Reference Desk. Dummies on the regular reference shelves indicate where the books are shelved.

RECALL - A request by the Circulation Department for the return of a borrowed book when another patron needs it.

RECLASSIFYING - 1. A procedure in which the call number on a piece and the corresponding catalog records is changed, e.g. from Dewey to LC. 2. The revision of a call number due to a change in the classification schedules or an error in the cataloging when the call number was first assigned.

RECTO - The right-hand page of an open book, usually bearing the odd page number.

REF - Location symbol used in call numbers of materials in general reference area.

REFERENCE DEPARTMENT - The department within the Access Services Division that provides patrons with any necessary instruction in the use of the library or interpretation of the collection. The reference staff also presents general orientation lectures on demand.

REFERENCE DESK - Public service point staffed by the Reference Department and subject librarians and assistants. See also Science Reference Desk.

REMOTE STORAGE - Areas for the storage of lesser-used library materials outside of the Morgan Library.

REPAIRS - A unit within Services Department that has charge of mending materials for which rebinding is not necessary.

REPRINT - 1. A reimpression (intact) of material that has been published before. 2. A contribution to a periodical, afterwards issued separately, though not necessarily of the same type as the original. Reprints are printed copies prepared by the publisher as opposed to photocopies.

RESEARCH LIBRARIES GROUP (RLG) - A corporation owned by the nation's major universities and other research institutions, including CSU. RLG is dedicated to improving the management of the information resources necessary for the advancement of scholarship. See also Research Libraries Information Network (RLIN).

RESEARCH LIBRARIES INFORMATION NETWORK (RLIN) - A machine-readable database including information from the CSUL card catalog as well as from the catalogs of other RLG member and user institutions, the Library of Congress and OCLC member institutions.

RESEARCH SERVICES DIVISION - One of the four divisions of the Libraries, responsible for activities which involve the study and evaluation of library operations and library automation activities. This division is also responsible for the planning and development of a long term preservation program.

RESERVE DESK - A unit of the Circulation Department where books selected by faculty for required class reading are segregated and loaned for limited periods.

RETRO ORDER - Restrspective order. The ordering of back issues of a journal or serial to complete the set.

ROOM ELEVEN - A room in the basement north wing that contains equipment and materials for people with disabilities. It is open to students and non-students alike.

ROUTING - The systematic circulating of material to staff members.

SAF - See Series Authority File.

SAG - Space Allocation Group. A former task force appointed by LFC to work on space problems in the library.

SBC - Serials Book Catalog. A computer-generated listing of cataloged serials contained in the CSU Libraries. Refers to the printed, computer print-out, and microfiche versions.

SDC SEARCH SERVICE - A computerized, online search service of over eighty databases providing coverage of bibliographic information in virtually every area of knowledge. The vendor is Systems Development Corporation. It is accessed in the Libraries by CLASS.

SL - See Shelf List.

SLA - 1. Special Libraries Association. 2. Senior Library Assistant. An obsolete state classified position superceded by Administrative Clerk A.

SCI REF - Location symbol used in call numbers of materials in Science Reference area.

SCIENCE REFERENCE - The area within the Access Services Division which handles reference work in engineering, forestry, agriculture, biological, biomedical, and physical sciences.

SCIENCE REFERENCE DESK - Public service point staffed by science subject librarians and assistants.

SEARCH - 1. The exhaustive location process carried out by the Circulation Department when a patron cannot find a book on the shelf or in the DAR. 2. A process carried out by the Identification Department to determine if we have a publication in our collection or on order. Involved are checking the card catalog, orders out files, Kardex, and other bibliographic tools. Also, it involves establishing the correct bibliographic entries for a piece. See also Literature Search.

SEARCH ALSO UNDER - A device in a catalog, index or bibliography that guides a patron to other related names or subjects that could help him/her find more material. Subject "search also under" references used in the card catalog are taken from the book Library of Congress Subject Headings, a copy of which is at the east end of of the card catalog. In the card catalog this term replaces the previous "see also" reference, although "see also" cards are still in use, and the term "see also" is still used in indexes and bibliographies.

SEARCH UNDER - A guiding device in a card catalog, index, or bibliography directing the user from the form of a name or subject not used to the form that is used. In the card catalog this term replaces the previous "see" reference, although "see" cards are still in use, and the term "see" is still used in indexes and bibliographies.

SECOND ENTRY - See Added Entry.

SEE REFERENCE - See Search Under.

SEE ALSO REFERENCE - See Search Also Under.

SELECTION - See Collection Development.

SE-LIN LABELS - White labels bearing the call number usually on the spine of a book. Se-Lin refers to the brand name of the labeling system.

SEMESTER CHARGE - Loan period for library materials extending for one academic semester.

SENSITIZE - To prepare an item for the electronic detection system. Sensitized material will trigger the alarm at the exit.

SERIAL - A publication which is issued in successive parts at regular or irregular intervals. Serials are intended to continue indefinitely. Examples are annual reports, periodicals, newspapers, proceedings, numbered monographic series.

SERIAL RECORD CATALOG - A separate card catalog located near the periodical indexes on the first floor telling which serials the library has and their call numbers. Pencil notations indicate material that is unbound, and ink or typed notations indicate material that is bound. Current issues of a periodical do not appear in the Serial Record until they are bound or microform copies are received.

SERIAL SET - A special edition of United States Senate and House journals, reports and documents, grouped in series and numbered consecutively, which Congress orders printed after each Congress.

SERIALS DEPARTMENT -The department in the Technical Services Division which handles most aspects of acquiring periodicals and other serials other than Colorado State and U.S. government titles. This department encumbers orders, approves invoices. maintains a Kardex file of receipt of issues or volumes, claims items not received and prepares periodical issues for shelving. It includes the Materials Processing Section.

SERIALS BOOK CATALOG - See SBC.

SERIES - A number of separate works issued in succession and usually related to one another in subject or form and issued by the same publisher in a uniform style. The collective title may appear somewhere on the piece.

SERIES AUTHORITY FILE - A record of proper forms for series to keep the entries uniform. Also gives information as to whether or not to trace a series, i.e. make added entry in the catalog. This file is located in the Catalog Department.

SERIES AUTHORITY RECORD WORKSHEET - Form used for various stages of establishing and/or upgrading a series according to AACR2 cataloging code.

SERIES CONTENTS - An author and/or title listing of those parts of a series which are held by the library. Series contents are used when each piece has a unique title as well as the series title. Series contents cards are filed numerically behind the series main entry in the card catalog.

SERVICE POINTS - Areas in the library where patron assistance may be obtained: Reference desks, loan desk, reserve desk, microtext room, interlibrary loan office, photo-duplication area, special collections, documents.

SET - A work complete in two or more volumes. A collection of books forming a unit, as the works of one author issued in uniform style.

SHARED CATALOGING - A concept in which a library considers another library's cataloging as acceptable for its own catalog.

SHELF LIST CATALOG - A record, usually a card file, of books in a library with the entries arranged in the order of the books in the shelves--in other words, in call number order. Our shelf list gives the number of copies or volumes of monographs that are in the Libraries.

SHIPPING AND RECEIVING - A section of Administrative Services responsible for mail collection and distribution, including, receipts and shipments of all mail and freight and the mailing of all Interlibrary Loan materials. The physical activity involved takes place in the Mail Room.

SINGLE TITLE CONTINUATION - A set that comes out in parts over a period of time with a definite end in view. The Acquisitions Department places a standing order for the set; the term is used for processing purposes.

SLANTED SHELVES - See Display Shelves.

SLIP LAW - A law in its first printed form after passage in Congress prior to its publication in the U.S. Statutes. Available in Documents.

SNAG - A term used in Circulation Department for material or book which has a check-out charge that cannot be resolved immediately.

SOFTWARE - The programs and routines used to utilize the capabilities of computer and other equipment. See also Hardware.

SOUTH FOYER - Alcove off the lobby where the Serial Record and general periodical indexes are located.

SPECIAL - A symbol used in the call number of materials housed in the Special Collections/ Archival Services Department.

SPECIAL COLLECTIONS/ARCHIVAL SERVICES SUBDIVISION - One of the four subdivisions of the Libraries; responsible for rare books, manuscripts, archives, audio tapes, maps and microforms.

SPECIAL PRIVILEGE CARD - A card available to GTA, GRA or Ph.D. candidates upon application and signed by an advisor that entitles them to faculty privileges at the library; i.e. application for semester loans and exemption from fines.

STACKS - Shelves on which library materials are arranged. This is an "Open Stacks" library, in which readers have direct access to the shelves.

STAFF ASSOCIATION OF THE COLORADO STATE UNIVERSITY LIBRARIES - An organization which provides services and activities of a social nature for the staff, such as maintenance of the staff lounge, sending of sympathy cards and flowers, and planning of parties. Membership is open to any staff member upon payment of dues.

STANDING ORDER - A general direction to a publisher to supply future issues of a continuing title until otherwise notified.

STARS AND STRIPES FOREVER - Location symbols on the spines of books.

STATE DOCUMENTS - Books, periodicals and other materials originating in, or bearing the imprint of, an office or agency of a state government.

STICKY WICKET BOX - File kept at the Reference and Science Reference Desks giving answers to difficult and/or recurring questions.

SUBJECT HEADING - A word or phrase indicating the subject under which all material dealing with the same topic is entered in a catalog or bibliography or arranged in a file. This library uses Library of Congress subject headings.

SUBJECT LIBRARIANS - In this library, librarians primarily responsible for collection development and performance of reference service related to their specialized subject fields. Specific areas of subject responsibility are biological and medical sciences, business and economics, engineering sciences, forestry and agricultural sciences, humanities, physical sciences and social sciences.

SUBJECT SUBDIVISION - A restrictive word or phrase added to a subject heading to limit it to a more specific meaning.

SU DOCS - An abbreviation referring to the U.S. Government Superintendent of Documents, the federal government printer.

SUCCESSIVE TITLE - A type of serials cataloging in which the previous title entry is closed, and complete new descriptive cataloging is done for the new title. Successive title cataloging occurs when a serial changes its title.

SUGGESTION BOX - A receptacle for deposit of suggestions from patrons. The suggestions are answered and posted above the box by the Associate Director of Libraries.

SUPERINTENDENT OF DOCUMENTS - The Assistant Public Printer responsible for the distribution of government documents to depository libraries and the public.

SUPPLEMENT (SUPPL.) - A complementary part of a book or article, which adds information to, or continues the text of the original.

SUPPLEMENTARY CATALOG OF U.S. GOVERNMENT DOCUMENTS - A catalog of U.S. documents not indexed in the Monthly Catalog, prepared by the Documents Librarian. Superceded by U.S. Government Documents COM Catalog. See also U.S. Government Documents COM catalog.

SUSPENDED PUBLICATION - A serial publication that is not currently being published, but which has not formally ceased publication or merged with another title. The publisher intends to resume publication at a later date.

SWITCHBOARD - Formerly the telephone exchange in the main office which handles incoming library calls and routes them to the appropriate departments. See PBX Operator.

TAPE DRIVE - Recording parts of the multiplexer, the recording unit of the automated circulation system.

TATTLE TAPE - Brand name of the 3M detection system in use in Morgan Library. See also Book Detection System.

TECH REPT - Location symbol used for technical report literature housed in Room 216, which also houses other documents microforms.

TECHNICAL REPORTS - Publications which report results of research or development, often conducted or sponsored by the U.S. government. They are considered to be "unpublished" in part because of their very limited distribution, rapid obsolescence, and method of reproduction (multilith, mimeograph, xerox, microfiche, etc.)

TECHNICAL SERVICES COUNCIL - See Councils, Libraries.

TECHNICAL SERVICES DIVISION - One of the four divisions of the Libraries, composed of the following departments: Serials, Acquisitions, Catalog, and Documents.

TELENET - An international, public telecommunications network which connects a computer terminal to the vendor whose database is being searched.

TEMP SLIP - A 3x5 slip of paper temporarily filed in one or more catalogs to substitute for the permanent card with the call number, main entry, any other relevant information, and the initials of the person working with the item.

TERMINAL- See Computer Terminal.

TITLE - The distinguishing name of a work.

TITLE CHANGE - Usually a serial publication, which has undergone a change in its title proper.

TITLE PAGE - One of the preliminary pages of a book with the title, the author's (editor's, etc.) name and imprint. The title page is usually used as the authority for cataloging information. The verso of the title page usually carries the copyright date.

TRACINGS - The record on the main entry card of all the additional entries under which the work is represented in the card catalog.

TRIANON COLLECTION - A large private collection purchased from the Trianon Foundation in Colorado Springs. It is now merged into the Libraries' collection.

TRUNCATE - In shortening a word, to cut off at a given point as opposed to abbreviate.

TYMNET - An international, public telecommunications network which connects a computer terminal to the vendor whose database is being searched.

UNC - University of Northern Colorado, Greeley.

USBE - United States Book Exchange - A repository for library materials not wanted by a member library which may be sold elsewhere.

UNCATALOGED LOAN - The lending to patrons of unprocessed materials by the Identification Department.

UNIFORM TITLE - The particular title by which a work that has appeared under varying titles is to be identified for cataloging purposes.

UNION CATALOG - A catalog combining entries from a group of libraries or branches of one library. It may exist as a card file or in book form and cover all holdings or be limited by subject or type of material.

UNION LIST - See Union Catalog.

UNION LIST OF SERIALS IN LIBRARIES OF THE UNITED STATES AND CANADA - A union catalog listing periodicals which began publication before 1950, giving place and beginning date of publication, and a record of holdings in more than 900 United States and Canadian Libraries. It is updated by New Serial Titles.

UNIT CARD - A basic catalog card in the form of a main entry. Such cards may be used for all entries with the appropriate heading typed at the top of each card, or with the appropriate tracing underlined.

UNITED STATES BOOK EXCHANGE - See USBE.

U.S. GOVERNMENT DOCUMENTS COM CATALOG - A computer-output-microfiche catalog of approximately 14,000 volumes of U.S. government publications not indexed in MOCAT. This catalog was prepared by the CSUL Title II-C HEA project staff, and supercedes the Supplementary Catalog of U.S. Government Documents.

UPDATE ERROR - Error recorded on automated circulation system which is not the fault of the equipment. For example books checked in twice, books checked in which were not charged out, books charged previously not returned, etc. A list of update errors is generated each time the DAR is printed. Such errors are then corrected manually.

USER FEE - A direct charge to library users for services rendered. A user fee is charged for searches done in the CLASS system.

VET - Location code for the Veterinary Teaching Hospital Branch Library.

VTBL - See Veterinary Teaching Hospital Branch Library.

VENDOR - 1. A company or other source from which items are purchased. 2. A company that operates and makes available online computer retrieval systems.

VENDOR FILE - An alphabetical file of vendor invoices which have been paid. It is located in the Accounting Office.

VERIFICATION - The establishment of the correct bibliographic information such as author, title, publisher, date of publication, price and series, using an authoritative source, such as NUC, NST, CBI, other indexes.

VERSO - 1. The reverse side of the title page which usually includes the copyright or date of publication. 2. Any left-hand page of an open book.

VERTICAL FILE - A collection of pamphlets,clippings and pictures kept in a filing cabinet. Examples are the Where-In-The-World File, Occupational-Vocational Files, etc.

VETERINARY TEACHING HOSPITAL BRANCH LIBRARY - A small clinical veterinary medicine branch library located in the Veterinary Teaching Hospital on West Drake. It serves the Department of Clinical Sciences, Veterinary Teaching Hospital staff, and third and fourth year veterinary students. The library is part of the Biomedical Sciences Department of the CSU Libraries.

WALFORD - A common reference to the following work: Walford, A.J., Guide to to Reference Material, V. 1-3. The Guide, published in Great Britain, is an annotated bibliography of reference works. Sometimes referred to as "The British Winchell."

WESTERN LITERATURE COLLECTION - A large and comprehensive collection of works of fiction and imagination having their settings in the American Frontier West. The location symbol WESTERN identifies these items which are housed in the Special Collections Department.

WHERE IN THE WORLD FILE - A collection of uncataloged material of a descriptive nature concerning U.S. cities and states and world countries and cities. Included are highway maps, city maps, and touring guides. It is maintained by the Reference Department.

WINCHELL - A common reference to the following work: Winchell, Constance M., Guide to Reference Books. The Guide is an annotated bibliography of reference works, classified by subject.

WORKMARK - The first letter of the first significant word of the title of a book. It is sometimes placed immediately after the Cutter number in the cataloging to distinguish different works by the same author, particularly in fiction cataloging.

WORK ROOM - Two rooms, one located in the basement and the other on the second floor, which are used by the Circulation Department to sort books for reshelving.

WORK-STUDY - Students employed by the University on government grants.

WORK WEEK - For payroll purposes, Monday morning until Sunday evening.

X - A symbol used in the call number to denot "Restricted," referring to extremely popular items which because of high risk of loss are kept at the Reserve Desk.

XEROX ROOM - See Photoduplication Room.

- ZAP - Slang for to sensitize or to desensitize material for the electronic detection system.

006 - A coding symbol used in the DAR which means that three searches have been made for a requested book.

007 - A coding symbol used in the DAR which means that the book is presumed lost and will be replaced or withdrawn.

008 - A coding symbol used in the DAR which means a book has been billed to a patron (who has failed to return it within 28 days).

BIBLIOGRAPHY

ALA World Encyclopedia of Library and Information Services. Chicago: American Library Association, 1980.

Designed as an encyclpedia rather than a dictionary, this volume nevertheless provides useful definitions of at least some terms. The index is printed in the margins rather than the end.

Clason, W.E. Elsevier's Dictionary of Library Science, Information, and Documentation. Amsterdam: Elsevier Scientific Publishing Co., 1973.

Less useful for definitions than it is for foreign language equivalents of English language terms. Languages include French, Spanish, Italian, Dutch, and German.

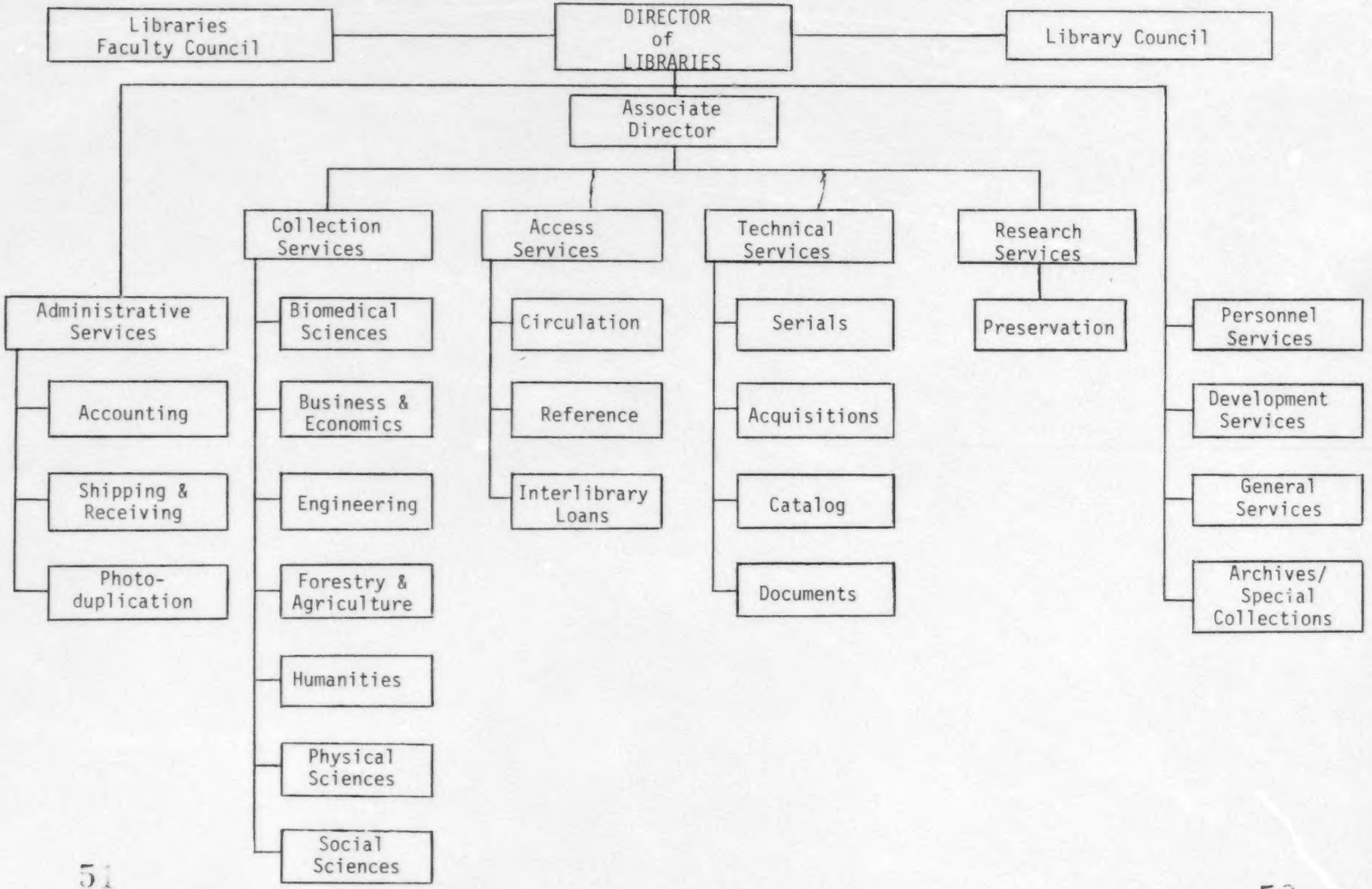
Harrod, Leonard M. The Librarians' Glossary. London: Andre Deutsch, Ltd, 1971.

This book displays a British influence, but does define many terms used in American libraries. In addition to the usual "A to Z" listing of definitions, an Appendix lists terms by subject field: "Bibliography," "Classification," "Information retrieval," etc.

Thompson, Elizabeth. A.L.A. Glossary of Library Terms. Chicago: American Library Association, 1943.

Thompson's book is forty years old and obviously will not include terms associated with modern library practice; other definitions should still prove useful, however.

COLORADO STATE UNIVERSITY LIBRARIES



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